Class Descriptions and Prerequisites

Class fees are listed for **non EEC/PPC personnel**

Class Name	Class Description	Class Fee
Access 2007 1	This one-day course provides students with an overview of the features and functions of Microsoft Office Access 2007. This course is intended for information workers who want to learn beginning-level Access 2007 skills.	75
Access 2007 2	Before attending this course, students must have: •Completed Access 2007 1	75
Access 2007 3	Before attending this course, students must have: •Completed Access 2007 2	75
Access 2007 4	Before attending this course, students must have: •Completed Access 2007 3	75
Access 2007 5	Before attending this course, students must have: •Completed Access 2007 4	75
Access 2007 6	Before attending this course, students must have: •Completed Access 2007 5	75
Excel 2007 1	This one-day course provides students with an overview of the features and functions of Microsoft Office Excel 2007. This course is intended for information workers who want to learn beginning-level Excel 2007 skills.	75
Excel 2007 2	Before attending this course, students must have: •Completed Excel 2007 1	75
Excel 2007 3	Before attending this course, students must have: •Completed Excel 2007 2	75
Excel 2007 4	Before attending this course, students must have: •Completed Excel 2007 3	75
Excel 2007 5	Before attending this course, students must have: •Completed Excel 2007 4	75
Excel 2007 6	Before attending this course, students must have: •Completed Excel 2007 5	75
Excel 2007 Macros the EASY WAY 1	Must have completed the Excel 2007 series prior to enrolling for this class	75
Excel 2007 Macros the EASY WAY 2	Must have completed Excel 2007 Macros the EASY WAY 1	75
Excel Macros the VBA Way 1	Before attending this course, students must have: •Completed Excel 2007 5	75
Excel Macros the VBA Way 2	Before attending this course, students must have: ~Completed Excel 2007 5 ~Excel Macros the VBA Way 1	75
Excel Macros the VBA Way 3	Before attending this course, students must have: ~Completed Excel 2007 5 ~Excel Macros the VBA Way 1 & 2	75
Excel Macros the VBA Way 4	Before attending this course, students must have: ~Completed Excel 2007 5 ~Excel Macros the VBA Way 1, 2, & 3	75
InfoPath 2007 1	Microsoft Office InfoPath 2007 is a form-making program designed to work with other Microsoft Office programs and to help gather data easily and expeditiously. InfoPath forms work in several formats; forms can be emailed, o	75
InfoPath 2007 2	Must have completed InfoPath 2007 1	75
PowerPoint 2007 1	Before attending this course, students must have: ~Completed Word 2007 1, 2, 3	60
PowerPoint 2007 2	Before attending this course, students must have: ~Completed PowerPoint 2007 1	60
Publisher 2007 1	Microsoft Office Publisher 2007 helps you create, personalize, and share a wide range of publications. Before attending this course, students must have: •Completed Word 2007 1, 2, and 3	65
Publisher 2007 2	Before attending this course, students must have: ~ Completed Word 2007 1, 2, and 3 ~ Completed Publisher 1	65
SharePoint 2010 Internet Advanced	Must have completed Internet Back stage and Front stage	75
SharePoint 2010 Internet Back Stage (level 1)	Before attending this course, students must: ~Complete SharePoint 2010 Intranet Back Stage (level 1) ~Be designated as a Web Author	75
SharePoint 2010 Internet Front Stage (level 2)	SharePoint 2010 Intranet Front Stage (level 2) Must have completed SharePoint 2010 Internet Front Stage (level 1)	75
SharePoint 2010 Intranet Back Stage (level 1)	Must be a designated Author	75
SharePoint 2010 Intranet Front Stage (level 2)	Before attending this course, students must: ~Complete SharePoint 2010 Intranet Back Stage (level 1) ~Be designated as a Web Author	75
Word 2007 1	This one-day course provides students with an overview of the features and functions of Microsoft Office Word 2007. This course is intended for information workers who want to learn beginning-level Word 2007 skills.	60
Word 2007 2	Before attending this course, students must have: •Completed Word 2007 1	50
Word 2007 3	Before attending this course, students must have: •Completed Word 2007 2	50
Word 2007 4	Before attending this course, students must have: •Completed Word 2007 3	60
Word 2007 Forms	Before attending this course, students must have: ~Completed Word 2007 3	75
Word 2007 Macros 1	Before attending this course, students must have: ~Completed Word 2007 3	70
Word 2007 Macros 2	Before attending this course, students must have: ~Completed Word 2007 3 ~Word 2007 Macros 1	70

Training at the Tower Class listing, prerequisites and cost